

## **Asbestos Awareness**

# **Asbestos Management Plan**

### **Asbestos Management Plan For: Barleyhurst Park Primary School**

#### **Overview**

Barleyhurst Park Primary School understands that any asbestos found in the building must be managed properly, because the health and wellbeing of our pupils, staff and visitors is of the upmost importance. This policy abides by the law stated in the Control of Asbestos Regulations 2012.

If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, unless the incident is minor, we will report it to the HSE.

To ensure the health and safety of those in our school, we take the follow steps:

- Have a management survey of asbestos-containing materials (ACMs);
- Assess the risks associated with ACMs;
- Devise a plan for managing asbestos;
- Make sure staff and visitors know the risks and the precautions they need to take;
- Keep the management of asbestos under review.

This plan has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Control of Asbestos Regulations 2012;
- Health and Safety Work Act 1974;
- The Hazardous Waster (England and Wales) Regulations 2005;
- The Control of Substances Hazardous to Health Regulations 2002;
- Environmental Protection Act 1990;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1977;
- Health and Safety (Consultation with Employees) Regulations 1996;
- Construction (Design and Management) Regulations 2015;
- The Management of Heath and Safety at Work Regulations 1992;
- DfE Managing Asbestos in your school or college;
- DfE Good estate management for schools.

This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing material (ACMs) at the school.

<b>Name and details of site:</b>
<b>Barleyhurst Park Primary School, Forfar Drive, Bletchley, MK3 7NA.</b>

<b>Roles and responsibilities</b>
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<b>Role</b>	<b>Name and contact details</b>
<b>Duty holder</b> The person or organisation with the main responsibility for maintenance or repair	MK Local Authority
<b>Appointed person and deputy.</b> The person with the resources, skills, training and authority to ensure that ACMs are managed effectively	Appointed person: Wendy Smith – Headteacher Deputy person: Joe Passmore – Deputy Head
<b>Responsibility (as appropriate)</b>	<b>Designated role or name of person and contact details</b>
<b>Asbestos register and site plans</b> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	Appointed person
<b>Condition monitoring of ACMs</b>	Roger Capp - Caretaker
<b>Asbestos Management Plan</b> <ul style="list-style-type: none"> <li>Preparation</li> <li>Review and update</li> </ul>	Appointed person
<b>Surveys and specialist asbestos advice</b> For example, air monitoring, bulk sampling	Tersus Ltd
<b>Management of service providers</b> Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Arranged by Finance Administrator
<b>Delivery of 'site asbestos information briefing' to site staff</b> <ul style="list-style-type: none"> <li>Detail the location of ACMs in specific areas they work</li> <li>Include an instruction not to disturb ACMs</li> </ul>	Appointed person or deputy

<ul style="list-style-type: none"> <li>• Explain what must be done if ACMs become damaged</li> </ul>	
<p><b>Organising staff training</b> For example, duty to manage, asbestos awareness and non-licensed work</p>	Appointed person or deputy
<p><b>Pre-site arrival checks of contractors</b> Check those doing asbestos work have:</p> <ul style="list-style-type: none"> <li>• had appropriate asbestos training</li> <li>• seen a risk assessment and plan of work detailing suitable control equipment and procedures</li> </ul>	Business Support Assistant or Finance Administrator
<p><b>Providing asbestos information</b> At planning stage for any refurbishment, installation, demolition work</p>	Appointed person
<p><b>Delivery of contractor site inductions</b> Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> <li>• verify pre-site check</li> <li>• issue a permit-to-work or equivalent</li> </ul>	Appointed person
<p><b>Collating and storing evidence.</b> Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> <li>• certificate of reoccupation</li> <li>• statement of cleanliness</li> </ul>	Business Support Assistant or Finance Administrator
<p><b>Providing asbestos register and site plans to emergency services</b></p>	Appointed person
<p><b>Resilience testing of the Asbestos Management Plan</b> This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> <li>• planned and unplanned work</li> <li>• accidental disturbance of ACM</li> </ul>	Appointed person

## Asbestos management control arrangements

### Asbestos condition monitoring

Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged

The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc

All ACMs (confirmed and presumed) detailed on the asbestos register are inspected every year. Any deterioration in ACM condition must be reported to the appointed person and they will contact Tersus Ltd.

Any actions required are carried out in line with the guidance received from Tersus in the report.

### **Access controls such as permit-to-work system, restricted areas**

These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed

Any work in areas where asbestos is present for example in the lofts and under the floor tiles must be carried out by approved licensed asbestos removal contractor.

### **Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers.**

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training.

Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: [www.hse.gov.uk/asbestos/essentials](http://www.hse.gov.uk/asbestos/essentials)

The following tasks can be done by workers who have had non-licensed trained contractors' awareness training:

Lifting of ceiling tiles to inspect the void above.

Any tasks involving disturbance of the floor tiles (apart from cleaning).

### **Maintenance tasks on ACMs that can only be done with help from licensed contractors.**

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor.

Removal of flooring tiles.

Work in the ceiling voids which may disturb the sealed asbestos areas.

### **Labelling of ACMs (optional)**

ACMs can be labelled clearly with the asbestos warning sign, or some other warning system (for example colour coding) can be used. Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure.

ACMs not all labelled but the asbestos register is on the front desk for office staff and contractors to review when planning work.

## **Controls for planned maintenance or other work on the building**

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in suitable time before the work starts
- the information on the presence of asbestos has been understood and will be taken into account
- the permit-to-work (or similar) is completed
- the correct controls will be used
- competent asbestos-trained contractors will conduct the work
- handover arrangements are in place at the start and end of work

For any work to remediate or remove asbestos, the following will be checked by the appointment person or deputy:

Where asbestos remediation is required (removal, encapsulation, making safe) only competent contractors will be used.

Any contractor working in a way that disturbs asbestos must: be trained for the task, have company insurance which should state they are insured and provide a risk assessment and plan of work.

Licensed asbestos work – only licensed asbestos contractor will be used for this type of work. Only a UKAS accredited analyst who will complete the mandatory 4 stage clearance independently of the contractor will be used.

The appointed person or deputy will review licensed asbestos removal plans of work and risk assessments.

Non-licensed work plans of work and risk-assessments should comply with the information provided in HSE's asbestos essentials: [www.hse.gov.uk/pubns/guidance/em0.pdf](http://www.hse.gov.uk/pubns/guidance/em0.pdf)

## **Action plan for ACM removal, remediation or ongoing management**

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs
- some ACMs may require more frequent condition checks to inform long-term management actions

- some locations may be subject to activity changes and will require a review of the actions and priorities
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan

There is further guidance on management options at [www.hse.gov.uk/pubns/books/hsg227.htm](http://www.hse.gov.uk/pubns/books/hsg227.htm)

This includes decision flowcharts to help you decide on the appropriate management options.

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term.

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation.

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works

#### **Look at the asbestos plan**

### **Asbestos communication plan**

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail.

This should include the location of ACMs and relevant arrangements set out in this management plan.

A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
- how the asbestos register is maintained as a 'live' current document
- where information is kept
- how to access that information
- what to do in the event of an accidental disturbance including emergency contacts

All workers will be informed about the ACMs on site, and the log is on display on the front desk where the contractors check in.

All contractors will be provided with information relating to ACMs at tender stage and again at contractor site induction meeting.

<b>Designated person or people</b>	<b>Type of information</b>	<b>Method of communication, who is responsible and confirmation</b>
Caretaker and cleaning staff	Asbestos register and management plan. Instruction not to disturb and to report	Asbestos training and updates – appointed person or deputy

	incidents immediately to appointed person	
School staff	Asbestos register and management plan. Instructions not to disturb and to report incidents immediately to appointed person	Asbestos training and updates – appointed person or deputy
External contractors	Asbestos register and site plans	Contractor induction - appointed person or deputy

## Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan.

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos.

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task

People	Training Need	Date training completed
W Smith - Headteacher	Asbestos awareness	15.05.25
	Asbestos management in buildings	12.05.25
J Passmore – Deputy Head	Asbestos awareness	21.05.25
	Asbestos management in buildings	18.11.25
R Capp - Caretaker	Asbestos awareness	21.05.25
	Asbestos management in buildings	
Teachers: K Burns K Bailey L Breitigam L Cunningham A Hughes A Sedgwick A Vaughan K Wolfe	Asbestos awareness	21.05.25 21.05.25 21.05.25 21.05.25 21.05.25 21.05.25 21.05.25 21.05.25
Teaching Assistants: B Aldridge P Archer	Asbestos awareness	02.06.25 02.06.25

A Bailey		02.06.25
C Barringer		02.06.25
T Beach		02.06.25
J Butt-Gow		04.06.25
N Grimley		02.06.25
E Heron		
L Hunt		02.06.25
D Lawal		02.06.25
B Martin		03.06.25
C Morgan		02.06.25
A Protheroe		02.06.25
H Savill		02.06.25
H Stangroom		02.06.25
Other support staff: C McKenzie S-B Sutherland	Asbestos awareness	

## Incident procedure

Details of what to do and who to contact as detailed above if asbestos is discovered or accidentally disturbed.

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

Immediately stop all work in the area.

Evacuate and seal off the immediate area.

Prevent anyone else entering the area.

Report the incident to the appointed person or deputy as soon as possible.

Appointed person/office staff to contact Tersus for inspections, testing or asbestos removal or remediation work, or decontamination facilities as required.

Report and record in the incident log.

## Accidental damage and incident log

Details	Action required	Responsible person	Completion date

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## Review and update.

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being conducted
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly.

Develop a review procedure which could include auditing sections of the plan through the year.  
Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system

<b>Date of plan</b>	<b>25.11.25</b>
<b>Next review due date</b>	
<b>Plan produced by</b>	<b>W Smith – Headteacher</b>

Relevant documents and forms to include;

- Asbestos register
- Site plans showing location of ACMs and areas not accessed where ACMs must be presumed present.
- Asbestos survey reports
- Asbestos policy statement
- Flowcharts of work processes, for example reactive repair and maintenance
- Permit-to-work forms.
- Training needs analysis and training logs
- Schedule of maintenance tasks and permissions
- Asbestos management checklists, for example, construction projects, managing asbestos removal works.